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**Partnership Guidelines**

**Section:** Finance

**Title:** Guidelines for the operation of the Partnership Bank Account

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**Original Release Date:** 21 July 2017

**Current Version**: Version 1.0 - 21 July 2017

**Guidelines for the operation of a Partnership Bank Account**

**Purpose**

This document provides partnerships with information about the operation of a Partnership Bank Account.

**Bankers**

Partnership bank accounts operate under an umbrella mandate authorised by the Diocesan Directors. The accounts are all held with HSBC, with new accounts being opened by the Diocese Finance team. An account will be opened for every Partnership.

**Signatories**

The Partnership must appoint three Clergy and three Lay signatories. The signatories will be determined by the Partnership Dean in consultation with his fellow parish priests.

Lay signatories must be taken from different parishes within the partnership.

All instructions (cheques, Standing Orders, Direct Debits etc.) require two authorised signatures, of which at least one **must** be a Clergy signature.

The Partnership should review the account signatories periodically. Any changes should be notified to the Diocesan Finance office who will prepare a new mandate.

**Expenditure Limits**

Cheques in excess of £5000 will not be cleared by HSBC without express prior authority of the Diocese. If a cheque for more than £5,000 is issued please contact the Diocesan Finance Office and advise them so that they can warn HSBC in advance.

Expenditure in excess of £10,000 requires Diocesan approval and the partnership should complete an Approval to Spend Form. Once the form has been completed it must be submitted to the Diocese for approval.

**Paying in Monies**

Funds can be paid into the partnership account using a local branch of HSBC. If there is not a local HSBC branch funds can be paid into the account through the Post Office. If the partnership wishes to pay in funds using the Post Office please advise the Diocesan Finance team who can arrange to issue the relevant forms.

We would recommend that as far as possible the partnership is funded by means of a regular standing order from the parishes which avoids the need to pay in sums of money at a bank.

**Internet Access**

Bank statements will be sent to the partnership at the beginning of each month, however if you wish we can also arrange online access to the account. This facility only allows you to view the bank statement and transactions. It is not possible to make electronic payments. If internet access is required please advise the Diocesan Finance team who can let you have the appropriate forms.

These guidelines have been produced by the Diocese of Hexham and Newcastle to offer ideas and support to partnerships as they get up and running. The guidelines will cover a range of topics and will be made available in electronic format only, accessible through the Partnership section of the diocesan website ([www.rcdhn.org.uk](http://www.rcdhn.org.uk)).

For further information please contact Andrea Emson on 0191 243 3300 or email andrea.emson@diocesehn.org.uk

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